

PLEASANT RIDGE MANOR BOARD OF TRUSTEES MEETING AGENDA

June 7, 2018 5:00 p.m.

(Following Finance/Personnel)

- 1. Call to Order
- 2. Roll Call
- 3. Hearing of the Public (3 minutes per person)
- 4. Approval of Minutes December 7, 2017
- 5. New Business
 - a. Executive Director's Report to the Board.
- 6. Other
- 7. Adjournment

8300 West Ridge Rd. Girard, Pennsylvania 16417

RESOLUTION NUMBER 63, 2017

Approving The Intergovernmental Transfer Agreement Between The PA Department Of Human Services, The Office Of Long Term Living And The County Of Erie

WHEREAS, the County of Erie has reviewed the "Terms and Conditions" for participation in the Intergovernmental Transfer Agreement (IGT) between itself and the Pennsylvania Department of Human Services (DHS), Office of Long Term Living in order to provide the non-federal share of Medical Assistance payments to its nursing home, known as Pleasant Ridge Manor; and

WHEREAS, the County of Erie is willing to transfer \$4,935,493 in county revenues on the date agreed to by DHS and the Pennsylvania Coalition of Affiliated Healthcare and Living Communities (PACAH) to the Commonwealth for the eventual return of \$6,555,654, which includes the old MDOI, (Medical Assistance Day One Incentive) the new MDOI and the IGT payment; and

WHEREAS, the 2018 IGT Transfer will net \$1,620,161 in funds to cover the cost of care for the residents of Pleasant Ridge Manor; and

RESOLVED, THE COUNTY COUNCIL OF ERIE COUNTY consents to participate in the Intergovernmental Transfer Agreement with the Pennsylvania Department of Human Services, Office of Long Term Living, attached hereto as Exhibit A.

On the motion of se	conded by, this resolution
was passed on this <u>12th</u> day of <u>Dece</u>	mber , 2017 by a vote of $\frac{7}{}$ to $\frac{0}{}$.
	APPROVED BY:
Jay Breneman, Chairman	Kathy Dahlkemper
Erie County Council	County Executive
ATTEST:	Date: 13/15/17
O 1115 H	

UPDATED COUNTY SAFETY NET TIMELINE FY 2017-18

	Action	Target Date	Date Completed
T.	DHS sends IGT Agreements to PACAH to send to counties	10/31/17	11/21/17
2	Publish Public Notice	11/30/17	1/6/18
3	Counties return executed IGT agreements to DHS	12/31/17	2/13/18
4	DHS submits SPA to CMS	12/31/17	1/17/18
5	CMS Approval of the SPA	3/31/18	3/12/18
9	DHS distributes payment instructions & Certification Form (Exhibit A)	4/11/18	
7	Counties IGT funds to the State with signed Certification Form (Exhibit A)	5/23/18	
∞	Remittance Advice sent	6/4/18	
o	DHS makes FFS Safety Net Payment	6/13/18	



PLEASANT RIDGE MANOR EXECUTIVE DIRECTOR'S MONTHLY REPORT

DECEMBER 2017 - APRIL 2018

Prepared and Presented By: Robert V. Smith, NHA Executive Director

GENERAL INFORMATIONDECEMBER 2017 – APRIL 2018

EXHIBITS

- A. Resident Census
- B. Admission/Discharge Comparison
- C. Admission Statistics Report
- D. Worker's Compensation Report
- E. Statement of Revenue and Expense
- F. Other

RESIDENT CARE

II. ISSUES

A. OPERATIONS STATEMENT - YEAR END 2017, APRIL 30TH, 2018

The net gain for the year ending 12/31/2017 was \$322,964 greater than budgeted / projected reflecting total revenue \$86,396 greater than projected, total expenses \$236,568 less than projected and the County Contribution of \$1,855,035.

As of 04/30/2018, our loss from operations was \$358,752 greater than projected reflecting total revenues \$364,684 less than projected due to census being less than projected and expenses \$5,932 less than projected.

We continue to explore and implement ways of improving the census while adjusting expenses to reflect the lower census and meeting the needs of our residents. Outside contracts with vendors are being reviewed and renegotiated to obtain cost effective pricing while assuring the quality and services that are required.

B. INTERGOVERNMENTAL TRANSFER (IGT) / COUNTY SAFETY NET

The County Transfer of \$4,935,493 was successfully completed on 05/23/2018. The return of \$6,555,654 is expected on 06/13/2018, netting a total of \$1,620,161 in supplemental funding. We were informed by PACAH that next year's supplemental payment will be increased by \$744,306 due to elimination of the County Share requirement and a more favorable split of the total net funds resulting from the transfer. (Currently 50% State, 50% Counties to 40% State, 60% Counties).

C. ANNUAL LICENSURE SURVEYS

The annual Department of Health licensure surveys have been completed resulting in the best results in a number of years. This is especially significant due to the changes in the regulations that were imposed by CMS, the number of policies and procedures that were required to be changed, and the staff education and training needed to assure compliance.

Our license will be renewed on/before June 30th, 2018.

D. CHANGE IN PENSION DESIGNATION

Attorney Joseph has made contact with a representative of the Pension Benefit Guarantee Corporation that may help to move the process forward. We were recently made aware that the IRS Advisory Committee on Tax Exemption and Government Entities will hold a public meeting on June 7th, 2018. Among the recommendations to be reported is the re-opening of the IRS Determination Letter Program. We will continue to keep the Board aware of progress in moving our request forward in the process.

E. CAPITAL PROJECTS

We have concluded that replacing the roof on the Boiler House is the best alternative and we will be finalizing the specifications and putting the project out for bids in the next few weeks.

A second project we will be undertaking is the construction of private restrooms adjoining resident rooms on three (3) of the four (4) ground floor units.

F. IMPROVED FIVE STATE RATING

We were recently made aware of improvements in our Five Star Rating used by CMS to rate Nursing Care Facilities. Our staff continues to work on areas in which we can improve.

G. PRM GOLF OUTING

The event is scheduled for Monday, August 13th, 2018 at the Lawrence Park Golf Club. Registration begins at 10 a.m. with a shotgun start at 11 a.m. and dinner at 5 p.m. Board members are invited to participate and support the event. It remains the major fundraiser for our volunteer organization. Proceeds directly benefit our residents.

H. AFSCME NEGOTIATIONS

We received notice from AFSCME of the intent to negotiate the current agreement that expires 12/31/18. Initial times and dates for negotiations are being made. Input from the Board is appreciated.

I. OTHER

Respectfully submitted,

Robert V. Smith, NHA

Robert V. Smith, NHA Executive Director

RVS/les Attachments

pc: Board of Trustees

PLEASANT RIDGE MANOR EXECUTIVE SUMMARY - Resident Days

YTD Info as of:

April, 2018

MONTH-TO-DATE DAY STATISTICS

	>>> ACTUAL Days <<<	>>> BUDGET Days <<<	>>> DIFFERENCE <<<	
Private & Other	419	870	(451)	
Medical Assistance	7,349	7,200	149	
Medicare	74	210	(136)	
Total Month-to-date	<u>7,842</u>	<u>8,280</u>	(438)	
% of Occupancy	<u>87.1%</u>	<u>92.0%</u>	<u>-4.9%</u>	
Average Residents per Day	<u>261</u>	<u>(15)</u>		
	YEAR-TO-L	DATE DAY STATISTICS		
	>>> ACTUAL Days < < <	>>> BUDGET Days <<<	>>> DIFFERENCE < < <	
Private & Other	2,709	3,480	(771)	
Medical Assistance	28,998	28,800	198	
Medicare	272 -	840	(568)	
Total Year-to-date	<u>31,979</u>	33,120	<u>(1,141)</u>	
% of Occupancy	<u>88.8%</u>	<u>92.0%</u>	<u>-3.2%</u>	
Average Residents per Day	266	276	(10)	
- •	Residents per day WIT	H Hospital Days >> Year-To-Da	ate	
Average Heavital				
Average Hospital Days	2	2		
Average With				

5/8/2018

Resident/Days/Days2018.xis

PLEASANT RIDGE MANOR EXECUTIVE SUMMARY - Resident Days

YTD Info as of:

December, 2017

MONTH-TO-DATE DAY STATISTICS

	· · · · · · · · · · · · · · · · · · ·	TIL DAT STATISTICS	
	>>> ACTUAL Days < < <	>>> BUDGET Days <<<	>>> DIFFERENCE < < <
Private & Other	815	682	133
Medical Assistance	7,317	7, 5 33	(216)
Medicare	180	248	(68)
Total Month-to-date	<u>8,312</u>	<u>8,463</u>	<u>(151)</u>
% of Occupancy	<u>89.4%</u>	<u>91.0%</u>	<u>-1.6%</u>
Average Residents per Day	<u> 268</u>	<u>273</u>	(<u>5)</u>
	YEAR-TO-DA	TE DAY STATISTICS	
-	>>> ACTUAL Days << <	>>> BUDGET Days < < <	>>> DIFFERENCE < < <
Private & Other	10,962	8,030	2,932
Medical Assistance	86,664	88,695	(2,031)
Medicare	2,333	2,920	(587)
Total Year-to-date	<u>99,959</u>	<u>99,645</u>	<u>314</u>
% of Occupancy	<u>91.3%</u>	<u>91.0%</u>	<u>0.3%</u>
Average Residents per Day	<u>274</u>	<u>273</u>	1
	Residents per day WITH I	lospital Days >> Year-To-Da	ate
Average Hospital		· · · · · · · · · · · · · · · · · · ·	
	2	2	
Days	<u></u>		

1/11/2018

Resident/Days/Days2017.xls

EXHIBIT B

ADMISSIONS COMPARISON

YEAR-TO-DATE

	TOTAL TO DILLE					
	Periods beginning January 1st and ending December 31st					
	2017	2016	2015			
INITIAL CONTACTS	472	465	430			
ADMISSIONS	244	246	234			
DEATHS	102	94	114			
DISCHARGES	146	149	188*			

DISCHARGE LOCATIONS YEAR-TO-DATE

	Periods beginning January 1st and ending December					
	2017	2016	2015			
номе	93	101	91			
OTHER NURSING HOMES	11	10	66*			
HOSPITALS	30	30	28			
GROUP HOMES/WAIVER SHARE HOME	.· 9	7	2			
PERSONAL CARE	3	1	1			

2017 Percentage of completion from	Percentage initial referral to admission
January	47%
February	45%
March	70%
April	62%
May	50%
June	65%
July	32%
August	58%
September	52%
October	62%
November	55%
December	31%
Year End Average	52.42 %

ADMISSIONS COMPARISON

YEAR-TO-DATE

Periods beginning	January 1st and	ending April 30"
2018	2017	2016

	2018	2017	<u> 2016</u>
INITIAL CONTACTS	143	167	131
ADMISSIONS	61	90	81
DEATHS	37	42	33
DISCHARGES	34	51	54

DISCHARGE LOCATIONS YEAR-TO-DATE

Periods beginning January 1st and ending April 30th

	2018	2017	2016
HOME	20	34	38
OTHER NURSING HOMES	5	4	4
HOSPITALS	7	9	10
GROUP HOMES/WAIVER SHARE HOME	2	2	1
PERSONAL CARE	. 0	2	1

<u>2018</u> <u>Percentage</u> Percentage of completion from initial referral to admission

January	50%
February	44 %
March	34%
April	45%
May	%
June	%
July	%
August	%
September	%
October	%
November	%
December	%
Vear End Average	%

ADMISSIONS/SOCIAL SERVICES STATISTICS REPORT 2018

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
Initial Contacts	36	32	39	36								
Admission	18	14	13	16								
Discharges	12	3	12	7								
Deaths	4	11	14	8								
End of the Month Census	274	273	261	262		,,						
Average Daily Census	274	274	265	264					٠			
Average Month's Occupancy	90.8%	90.8%	88.40%	88.0%								
Budgeted Daily Census	278	278	278	278	278	278	278	278	278	278	278	278
Budgeted Month's Occupancy	92.67%	92.67%	92.67%	92.67%								

ADMISSIONS/SOCIAL SERVICES STATISTICS REPORT 2017

	JAN	FEB	MAR	APR	МАҰ	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Initial Contacts	52	47	34	34	38	45	44	31	40	32	42	33
Admission	24	21	24	21	19	29	14	18	21	20	23	10
Discharges	8	14	17	12	13	12	11	15	6	15	11	12
Deaths	8	8	11	15	11	7	5	7	11	9	8	2
End of the Month Census	284	282	279	273	268	278	276	272	276	272	276	272
Average Daily Census	279	284	283	276	275	273	273	272	276	274	271	273
Average Month's Occupancy	93.0%	94.7%	94.2%	92%	91.7%	91.1 %	91.1%	90.60%	92%	91.23%	90.3%	91.0%
Budgeted Daily Census	275	275	275	275	275	275	275	275	275	275	275	275
Budgeted Month's Occupancy	91.6 %	91.6 %	91.6%	91.6%	91.6%	91.3%	91.3%	91.3%	91.3%	91.3%	91.3%	91.3%

2017 TOTAL END OF YEAR:

Initial Contacts: 472

Discharges: 146

Admissions:

244

Deaths: 102

Average End of Moth Census: 275.66

Year End Average Daily Census: 275.75

Year End Average Monthly Occupancy: 91.86 %

PLEASANT RIDGE MANOR WORKERS' COMPENSATION STATISTICS TO DATE: AS OF 12/31/2017

		1			12011201	<u> </u>								
	E E	<u>ප</u>	Mar	Apr	May	Jun	IDC	Aug	Sep	ö	Š	မို		
INCIDENT LOCATION 2017													 	TOTAL
Administrative Support		-					~		-	က				ဖ
Activities			-					2						က
Dietary	က		-			-	-		-	-				æ
Hskpg/Laundry			-		~				_					8
Maintenance	~		~											2
Nursing		ထ	æ	တ	5	က	က	Ş.	~	ω	7	စ		8
TYPES OF INJURY			}						,				<u> </u>	TOTAL
Needlestick														0
Strain/Sprain	4	တ	4	2	4	က		-	~	ဖ	ო			33
Burns														0
Contusion/Bruises	ß	ε	8	6	5	1	4	3	7	4	က	4		53
Cuts/Lacerations								τ-						_
Skin/Chemical Rash														0
Minor Scratch/Other	1	1		1	2		-	2	7	7	-	7		15
Pain (Cause Unknown)						,								0
No Injury														0
Fracture														0
Eye Injury														0
													<u>}-</u>	TOTAL
TOTAL PRIM INCIDENTS	2	6	12	6	11	4	5	7	40	12	7	ဖ		102
THE MOIDTHE	,	,		,	,	,			,	,			-	7 0
	2	7	Ω	-	7	2	0	0	٥	7	-	0		<u>\$</u>
													-	TOTAL
LOST TIME DAYS (By Month)	34	G	65	0	21	48	0	0	0	10	ဖ	0	-	190
					!									
													T	TOTAL
LOST TIME DAYS PREVIOUS CLAIMS	સ	28	62	73	22	54	36	2	0	0	30	31		434
7,11,11,11,11,11,11,11,11,11,11,11,11,11														
													 	TOTAL
IOIAL PRIMILOSI DAYS	62	29	127	73	78	102	36	7	0	5	36	31		624
														TOTAL
OSHA RECORDABLE INCIDENTS	3	7	ಬ	-	4	က	0	-	0	က	-	-		24

PLEASANT RIDGE MANOR WORKERS' COMPENSATION STATISTICS TO DATE: AS OF 4/30/2018

					0107007	2							
2018	Jan	Feb	Mar	Apr	May	nnf	Jul	Aug	Sep	ö	ò	Dec	
INCIDENT LOCATION													TOTAL
Administrative Support	1	_	1										60
Activities													0
Dietary	1	~	-	_									4
Hskpg/Laundry	-			-				!					7
Maintenance													0
Nursing	10	5	4	10									29
TYPES OF INJURY													TOTAL
Needlestick													0
Strain/Sprain	မ	2		4									12
Burns	v-					411							!
Contusion/Bruises	က	2	3	5									13
Cuts/Lacerations	Ψ.			2									က
Skin/Chemical Rash													0
Minor Scratch/Other		7	-	τ-							:		4
Pain (Cause Unknown)	-		2										8
No Injury	-	_											74
Fracture													0
Eye Injury		į											0
													TOTAL
TOTAL PRM INCIDENTS	5	_	ဖ	72	0	0	0	0	0	0	0	0	38
LOST TIME INCIDENTS		•	,	,									IOIAL
FOST TIME INCIDENTS	>	_	-	7									4
													TOT
LOST TIME DAYS (By Month)	0	٢	O	11									24
	,												TOTAL
LOSI TIME DAYS PREVIOUS CLAIMS	31	28	52	84									192
TOTAL BOM OST BANG	3	6	3				,		,		ļ		TOTAL
CONTRACTOR DATA	5	3	و	35	>	5	9	5	5	0	0	0	213
								•					TOTAL
OSHA RECORDABLE INCIDENTS	0	٦	1	2									4

PLEASANT RIDGE MANOR STATEMENT OF REVENUES & EXPENSES

UNAUDITED @ DECEMBER 31, 2017

		>>>>> Curent Period <<<<<	**	(AAAA	>>>>>> Year-To-Date <<<<<<	
Description	Actual	Budget	Difference	Actual	Budget	Difference
Resident Service Revenue:						
Net Room & Board Revenue	2,021,784	2,245,057	662,682	26,165,817	26.308.571	(142 754)
Net Ancillary Revenues	176,971	201,274	(24,303)	2,568,965	2,377,900	191,065
Resident Service Revenues	2,198,755	2,446,331	638,379	28,734,782	28,686,471	48,311
Other Revenues:						
Misc. Operating Revenue	4,074	6,650	(2,576)	71,974	79.800	(7.826)
Interest on Funds	974	358	616	35,170	4,300	30.870
Donations & Grants	0	0	0	15,041	0	15,041
Net Capital Transfers	0	0	0	.0	0	0
Total Other Revenues	5,048	7,008	(1,960)	122,185	84,100	38,085
TOTAL REVENUES	2,203,803	2,453,339	636,419	28,856,967	28,770,571	86,396
Expenses:						
Salaries & Wages	1,229,596	1,203,555	26,041	14,394,830	14,170,873	223.957
Fringe Benefits	825,273	830,619	(5,346)	9,600,591	9,946,637	(346.046)
Other Operating Expenses	460,440	461,290	(820)	5,502,028	5,629,298	(127,270)
Depreciation, Insurance & Interest Expense	95,842	73,233	22,609	891,589	878,798	12,791
TOTAL EXPENSES	2,611,151	2,568,697	42,454	30,389,038	30,625,606	(236,568)
Gain <loss> from Operations</loss>	(407,348)	(115,358)	593,965	(1,532,071)	(1,855,035)	322,964
County of Erie General Fund Transfer	154,586	154,586	0	1,855,035	1,855,035	0
Net Gain <loss></loss>	(252,762)	39,228	593,965	322,964	0	322,964
Fin-Strut Board Reports/BOT-20xx,x1s						81/20/20

PLEASANT RIDGE MANOR STATEMENT OF REVENUES & EXPENSES

UNAUDITED @ APRIL 30, 2018

	*****	>>>>>> Current Period <<<<<	::	***	>>>>>> Year-To-Date <<<<<<	**
Description	Actual	Budget	Difference	Actual	Budget	Difference
Besidant Sandre Bavante						
Net Room & Board Revenue	1,966.819	2,166,032	(199.213)	8.145.121	8.662.371	(517.250)
Net Ancillary Revenues	244,393	214,186	30,207	996,343	843,682	152,661
Resident Service Revenues	2,211,212	2,380,218	(169,006)	9,141,464	9,506,053	(364,589)
Other Revenues:						
Misc. Operating Revenue	5,984	5,750	234	21,373	23,000	(1,627)
Interest on Funds	1,329	692	637	4,296	2,764	1,532
Donations & Grants	0	0	0	0	0	0
Net Capital Transfers	0	0	0	0	0	0
Total Other Revenues	7,313	6,442	871	25,669	25,764	(92)
TOTAL REVENUES	2,218,525	2,386,660	(168,135)	9,167,133	9,531,817	(364,684)
Expenses:						
Salaries & Wages	1,188,806	1,178,250	10,556	4,789,919	4,713,026	76,893
Fringe Benefits	813,815	795,796	18,019	.3,307,303	3,303,168	4,135
Other Operating Expenses	461,412	487,873	(26,461)	1,867,133	1,943,244	(78,111)
Depreciation, Insurance & Interest Expense	81,190	79,539	1,651	307,308	318,157	(10,849)
TOTAL EXPENSES	2,545,223	2,541,458	3,765	10,271,663	10,277,595	(5,932)
Gain <loss> from Operations</loss>	(326,698)	(154,798)	(171,900)	(1,104,530)	(745,778)	(358,752)
County of Erie General Fund Transfer	164,208	164,208	0	656,831	656,831	0
Net Gain <loss></loss>	(162,490)	9,410	(171,900)	(447,699)	(88,947)	(358,752)
Fin-StmbBoard Reports/BOT-20xxxls						05/10/18

DEAR BOB;

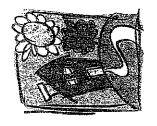
ONCE AGAIN I WANT TO THANK
YOU AND YOUR FELLOW EMPLOYEES
FOR THE GENEROUS CONTRIBUTION
I RELEIVED ON TIMES OLONEWSIES

DAY, MANY TIMES YOU HAVE BEEN
FAITHFUL IN HELPING US SERVE
THE NEEDY IN ERIE COUNTY.

THIS YEAR WE WILL BEABLE
TO SUPPORT 2,600 FAMILIES
FOR FOOD TO EAT OVER THE
HOLIDAYS. MAY YOU AND YOUR
EMPLOYEES HAVE A MERRY
(HRISTMAS AND A HAPPY
NEW YEAR. HUPE TO SEE YOU
IN DEC, OF 2018.

SINCERELY mule Wood

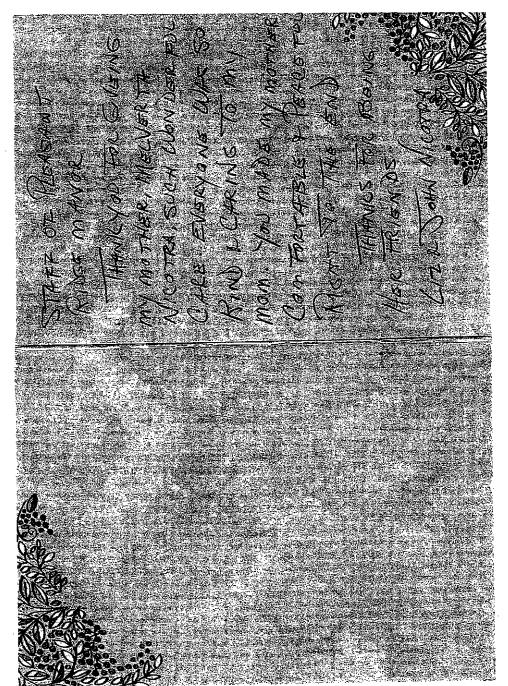
> 5110 DEERFIELD DRIVE FAIRVIEW, PA 16415 814-836-9904



Your kindness may seem simple to you, but it meants

The Proffesion!
The Proffesion!
MOM receives softing

Rec'd Doka



Your kind expression of sympathy
is deeply appreciated and
gratefully acknowledged
by the family of
Da. W. D. Lam bestor

Jean Steff Members,

John prayers and koncern for Dr. I and his family during this part time.

Such a big part of his left was devoted to "P.R." it gave him such satisfaction along will him providing "loving" care to the residents.

and hundreds of condoleness from steff.

So many quest stories will being a smile to my heart ____ Bless each and way me of your goods.

TO: All PRM employees

We received this message on our website on Monday, May 14th, and want to share it with you.

Message: AN OPEN LETTER TO THE STAFF AT C LEVEL OF PLEASANT RIDGE

I first came in contact with the staff at Pleasant Ridge about 10 years ago when my brother Clyde was a resident. I remember how well he was taken care of and the nice people who worked there.

Now, 10 years later my wife is a resident of your facility. Any of you that know me know that Trish is the love of my life and her well being is always on my mind.

The Staff, the people who work with Trish on a daily basis are and are the ones I come in contact with and am referring too. The Nurses, Nurses Assistants, Doctors, Laundry, Maintenance, Occupational Therapy, Physical Therapy and House Keeping. This is not to forget the People on the first floor who are always working in the background who silently do a great job to make Pleasant Ridge a better place. These wonderful people who show their professionalism and compassion on a daily basis are the ones I'm talking about. I'm going to refer to all as the "Staff" from here on.

The care Trish receives is exemplary and timely always. I ask her about the care she receives on a daily basis and She always answers positively about it. My own contact with the "Staff" on an almost daily basis is also very positive. They always take time to greet me and acknowledge my presence with a smile and a warm hello.

My contact regarding Trish's health pertaining to anything medical is also addressed by the Doctors and Nurses on a daily basis. They will and have addressed a medical problems before I was even aware of it.

2017 was a very bad year for Trish and me. We lost our daughter in May and Trish had a severe stroke in June. I thought I had lost everything I held dear in my life. (I still have a great son who is very important in my life.) I believe that Pleasant Ridge brought back my love to me. Trish still has a long way to go to fully recover from her stroke. I'm very very grateful to have this much of Trish returned to Doug (my son) and myself. Without Pleasant Ridge's great care and therapy I wouldn't be writing this letter today.

Thank you all very much and may God bless you.

Bruce Eaton

I have not mentioned any names on purpose. To elevate one person above another would be unfair when everyone I've discussed above deserves praise.